

VMR-II-VRO GUIDELINE –
1099 – INACTIVATION OF LOCATIONS
WITH REPORTING

Reference – None

Can I inactivate a location? No, because inactivating locations requires the VMR to have the ability to see the vouchers from all business units using the database.

What could happen if a location is inactivated?

Any vouchers attached to that particular location would not process if inactivated prior to the check write.

If I feel a location should be inactivated, how is that handled?

Contact the Vendor Registry Office at spovendor@nd.gov and request the location to be inactivated. Vendor Registry will make sure the inactivation does not affect other colleges, agencies, or interfaces.

How do I manage 1099 reportable vouchers that are tied to an inactive location?

When a location is inactivated it can not be accessed in 'Update VoucherLine Withholding' for 1099 maintenance.

1. Forward a request to the Vendor Registry Office at spovendor@nd.gov to reactivate that location. Once the correction has been made notify the Vendor Registry Office by email to inactivate the location again. This is same procedure used by the state agencies.

Feel free to contact the Vendor Registry Office at spovendor@nd.gov for help or guidance in entering or updating vendor information. The Vendor Registry Office will research the information, take the appropriate action and respond to your inquiry in a timely manner.